

2019 Silver Valley Community Market Vendor Rules and Application

**Kellogg City Park, Thursdays 5-8pm
June 13 - September 12**

Thank you for your interest in becoming a vendor at our weekly summer market. Please review the rules on the following pages, and send your completed application to director@silvervalleychamber.com, or drop it off in person at the Silver Valley Chamber of Commerce (10 E Station Ave, Kellogg). You will be notified of approval following the submission of your application, if your application is approved.

We appreciate your taking the time to review the rules. We understand that they are a bit long-winded, but we want everyone to fully understand each rule so that there is no confusion. **We want to stress that in practice, nothing about the market will change.** The vast majority of the rules on the following pages were rules at last year's market. We hope to obtain improved compliance with the rules through this document. We will be instituting a fine schedule at this year's market, however we want to be clear that we aren't looking to fine vendors. We hope that we do not need to issue a single fine all summer, but we do need to have a way to hold vendors accountable to the rules.

We look forward to having you at our market in 2019!

Market Managers - Nathan Dugan, Mallory Phillips, Sarah Murphy

Silver Valley Community Market Rules
PLEASE INITIAL NEXT TO EACH NUMBERED RULE

- 1) Vendors can have their weekly percentage of sales fee waived, by volunteering one hour prior to, and following the market. This opportunity is limited to two (2) vendors per week. A signup sheet will be made available prior to the beginning of the market. Vendors must setup and tear down their own booths outside of the volunteer window.
- 2) Fines will be issued when rules are broken. When possible, we will make every effort to issue one (1) warning prior to issuing a fine. The Market Managers have final discretion to issue a fine when a rule is broken. Fines will be issued on the following schedule:
 - a) 1st Offense: \$25 fine OR removal from the market for one (1) week
 - b) 2nd Offense: \$100 fine OR removal from the market for three (3) weeks
 - c) 3rd Offense: removal from the market for the remainder of the season
 - i) If the Market Managers deem that rules are being broken intentionally or due to a lack of respect for the rules, a 3rd Offense may result in a ban for the following year as well
- 3) The market is juried. This means that items for sale at the market must be pre-approved by Market Managers. Items that are handmade and/or homegrown will be approved for sale. The final determination on whether or not an item qualifies to be sold will be made by the market managers.
 - a) Your application will specify items that you intend to bring to the market. Umbrella categories are encouraged (ie. "produce" would give you approval to bring anything categorized as produce, but would not allow you to add jams/spreads to your booth, if not specified on the original application, without prior approval
 - b) Items to be added to your booth mid-market must be submitted in writing to the Market Managers for pre-approval at least three (3) days prior (5pm on Monday) to the market that the items will be offered for sale
 - c) Items that have not been pre-approved (ie. items not covered under a category on the original application or by subsequent approval by Market Managers) will not be allowed to be sold. We will issue one (1) warning for such an infraction as an opportunity to educate. After one (1) warning has been issued, any infractions will be subject to fines as specified above
- 4) Vendors must park in the designated vendor parking area. This is to ensure that patrons to the market are able to park reasonably close, hopefully increasing sales

- a) Vendors will be required to list the license plate number of any vehicle that they plan to drive to the market on their application. We will pay attention and maintain a list of your license plates even if you drive a vehicle that you did not initially list. Please update us if you begin driving a new vehicle or obtain a new license plate number
 - b) Vendors must move their car by 5:00pm, at the latest. Failure to do so will result in one (1) warning being issued. Subsequent failure to move a vendor vehicle will be subject to fines as specified above. Each fifteen (15) minute increment after 5:00pm will be considered one violation of this rule. This means that failure to move a vehicle during an entire market could result in removal of a vendor from the rest of the markets for the season. This reflects our belief that there is no reason for a vendor to not park in the specified vendor parking area, short of a vendor's car breaking down.
- 5) Vendors must wait until 4:00pm to setup, unless they have received pre-approval from the Market Managers to setup earlier. Approval to setup earlier will be made solely at the discretion of the Market Managers. As the Market Managers have full-time employment outside of the market, it is not possible to allow setup earlier than 4:00pm
- a) It is required that vendors sign-in BEFORE setting up any part of their booth, even if a vendor is a season-long with a designated and reserved space.
 - i) Non-season-long vendors are assigned spaces on a first come, first served basis, and need to sign-in prior to setting up for this reason
 - b) Vendors must sign out (and pay their required fee) at the conclusion of the market, no later than 8:15pm. This allows the Market Managers to begin cleaning up rather than waiting and/or searching for vendors
 - i) Vendors who fail to sign out, or who sign out after 8:15pm, are subject to a \$5 fine at the discretion of the Market Managers (ie. if patrons are shopping later than 8pm, then the time period to sign-out could be extended)
- 6) Season-long vendors are required to notify the Market Managers if they are unable to attend a market. This notification must be made no later than 12pm on the Thursday of the market.
- a) This notification must be made either by emailing silvervalleyfarmersmarket@gmail.com or by calling/texting Nathan at (208) 784-3290. Please avoid notifying us via Facebook or by calling the Chamber of Commerce as we may not receive your notification
 - b) Season-long vendors have committed to attending the market for at least 12 of 14 weeks. Missing more than 2 markets will be subject to fines as

specified above. Exceptions will be made for extenuating circumstances or for vendors pre-approved by the Market Managers only due to other schedule conflicts known well in advance

- c) Season-long vendors must submit their application by June 1. Vendors wishing to be season-long vendors who fail to submit their application by June 1 will not be issued an assigned spot at the market, and will be placed on a first come, first served basis each week.
- 7) Vendors must either have an Idaho Seller's Permit or apply for a Temporary Seller's Permit. All vendors must fill out the market-specific form, even if they already have an Idaho Seller's Permit. The link to the form will be shared with vendors when they sign-up for the market
 - a) It is up to each vendor to choose to report their earnings to the Federal and State government as is legally required, however you will not be allowed to participate in the market without filling out the Idaho Seller's Permit form provided to you. This is required to ensure that our market is not breaking any State laws that would prevent our market from being able to operate in the future
- 8) Food (for onsite consumption) vendors must apply for IDAHO COTTAGE FOOD/LOW RISK FOOD/FRATERNAL, BENEVOLENT OR NONPROFIT CHARITABLE ORGANIZATION ASSESSMENT through the Panhandle Health District
 - a) Vendors who fail to apply will not be allowed to participate in the market
 - b) Refer to these links for more information:
<http://panhandlehealthdistrict.org/food-safety#tab-1-4>
<http://panhandlehealthdistrict.org/wp-content/uploads/2019/01/FILLALBE-Cottage-Low-Risk-Assess-Form.pdf>
 - i) Please refer any and all questions regarding food licensing to the Panhandle Health District
- 9) We (Historic Silver Valley Chamber of Commerce, Silver Valley Community Market, Silver Valley Free Summer Music Series, and/or City of Kellogg) are not responsible for any loss, damage or personal injury. Vendors must be covered under their own liability insurance, all required health and other permits as needed.
- 10) Market rules are subject to be updated throughout the season. Should updates be made, all vendors will be provided with and required to sign a new copy of the market rules indicating that they have read, understand, and agree to them prior to participating in any further markets.

Application for 2019 Silver Valley Community Market

Name of Farm or Business _____

Name(s) of participant(s) _____

Type (check one): Season-long vendors will receive a reserved spot, but are committing to participating in at least 12 of 14 markets, unless pre-approved by the Market Managers due to schedule conflicts known well in advance. Season-long vendors are subject to fines per the Market Rules for missing 3 or more weeks. Season-long vendor applications must be received no later than June 1, 2019. Weekly vendors will be given a spot at check-in on a first come, first served basis.

____ Farm Vendor (Season-long __ Weekly __)

____ Craft Vendor (Season-long __ Weekly __)

____ Food Vendor (Season-long __ Weekly __)

The standard booth width will be 10'x10', there are a limited number of double width 20'x10' booths available on a first come, first served basis based on date application is received. Fees for vendors are collected nightly at the following rates:

Chamber Members standard booth: 5% of Sales____, double booth: 7.5% of Sales____

Non-Chamber Members standard booth: 10% of Sales____, double booth: 15% of Sales____

Address: _____

City _____ State _____ Zip Code _____

Home Phone: (____) _____ - _____ Cell Phone/Business: (____) _____ - _____

Email: _____ Website: _____

Preferred method of contact : Email ____ Text ____ Call ____

Items to be offered for sale (continue on back sheet, if necessary) Please use the most specific categories that apply to all items that you plan to sell. Deviations from the list below will require written approval from the Market Managers:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe how you source your items and your process, if applicable (continue on back of sheet if necessary):

License plate state/# for any vehicle to be driven to the market by a vendor:

I have read the market policies and agree to abide by them and the spirit of this market and recognize that failure to adhere to them may result in penalties up to and including removal from the market. The market rules have been provided to me on a separate sheet of paper, which I have reviewed and signed:

SIGNATURE(Owner of farm, business, or organization)

_____ Date: _____

Food vendors of potentially hazardous foods must submit a copy of their health permit with this form. All vendors are required to submit a market-specific Idaho Seller's Permit form, even if the vendor already has an Idaho Seller's Permit. Questions? Call the Silver Valley Chamber 208-784-0821 or email to silvervalleyfarmersmarket@gmail.com